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**Subject: Nutrition Education Contact – Second, Low Risk**

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Effective Date: October 1, 2005

Revised from: October 1, 2004

**Policy:** A second nutrition education contact shall be made available to all low risk clients during each certification period. This nutrition education shall be based on the client's needs, interests and cultural and language needs. Nutrition education shall follow the basic principles outlined in **NED: 01.00.00-Nutrition Education Overview**.

The second nutrition education contact must occur on a day other than the client's certification day. **At a minimum**, in every six-month period, one topic must be provided for each category of WIC client. It is possible that one lesson may apply to more than one category of client. Individual counseling, individual self-study, or group activities, may be used to provide the second education to low risk clients.

For low-risk women and children, one additional appointment for nutrition education will be provided during each certification period. For low-risk infants certified for one year, nutrition education will take place at the initial certification, mid-certification, and 2 additional appointments.

All WIC staff may assist in providing the second low risk nutrition education to clients. Those assigned should have expertise in the topic(s) to be discussed. Extension home economists or guest educators may also be used in providing this education.

**Reference: CFR §246.11****Procedure:**

1. At the certification visit, determine the risk level of the client.
2. If low-risk, complete the Flow sheet for the certification period, indicating the type of low-risk contact that should be attended (2C or class).
3. Using the KWIC appointment book, make an appointment for the client to attend the appropriate type of second nutrition education contact.
4. Whenever possible, offer nutrition education activities directly to children.
5. Document attendance at group classes by marking "attended" or "not attended" using the KWIC Class Management Attendance tab.
6. Document attendance at individual 2C contacts by completing the 2C wizard in KWIC.
7. Document any refusal to receive second nutrition education in the KWIC appointment book by marking the appointment outcome as "refused", or using class management, class attendance, to mark "not attended" before checks are printed for the client.

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- a. Checks may not be withheld from clients who refuse nutrition education.